

RESTRICTED
Security Information

9 October 1953

OPM 5-130-1
PERSONNEL DIRECTOR MEMORANDUM NO. 80-53

SUBJECT: File of Intra-Division and Intra-Staff Issuances

Ex 0 per 37-55
1. Effective immediately, the Plans, Research and Development Staff will establish and maintain files of the intra-division and intra-staff issuances published by each division and staff of the Personnel Office.

2. Intra-division and intra-staff issuances are formal directives (usually numbered) of general interest originated at the division or staff level for informational purposes; to establish and/or interpret policies and procedures; and to indicate changes in key personnel. Examples of such issuances are the Plans Notices of PRDS, PPD Memoranda, PPD Recruitment Notices, etc.

3. Each division and staff of the Personnel Office will supply the Plans, Research and Development Staff with one copy of each intra-division and intra-staff issuance which it originates and publishes. Issuances published at the branch or section level (e.g. Transactions and Records Instructions) need not be included.

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GEORGE E. MELLOON
Personnel Director

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